

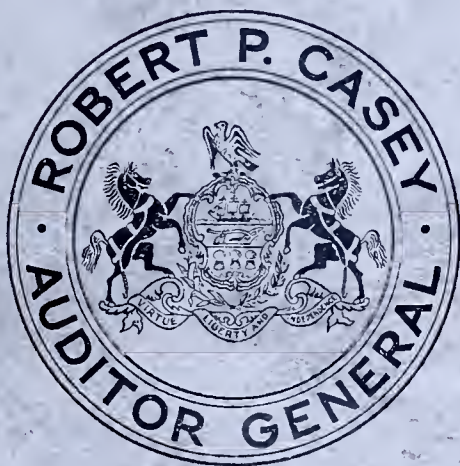
COMMONWEALTH OF PENNSYLVANIA

AUDIT REPORT

MAYVIEW STATE HOSPITAL

MAYVIEW, PENNSYLVANIA

FOR THE FISCAL YEAR ENDED JUNE 30, 1969





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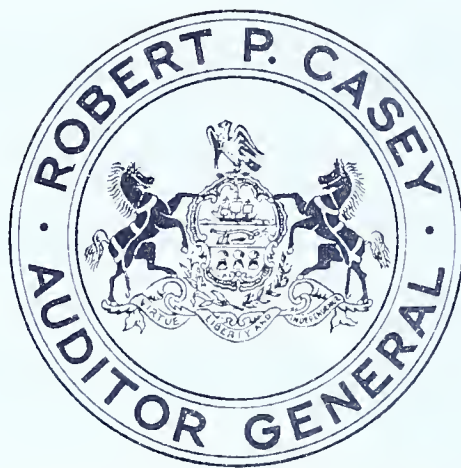
COMMONWEALTH OF PENNSYLVANIA

REPORT OF EXAMINATION

MAYVIEW STATE HOSPITAL

MAYVIEW, PENNSYLVANIA

FOR THE FISCAL YEAR ENDED JUNE 30, 1969



COMMONWEALTH OF PENNSYLVANIA



COMMONWEALTH OF PENNSYLVANIA

OFFICE OF THE
AUDITOR GENERAL
HARRISBURG 17120

ROBERT P. CASEY
AUDITOR GENERAL

August 13, 1970

The Honorable Raymond P. Shafer
Governor of Pennsylvania
Harrisburg, Pennsylvania

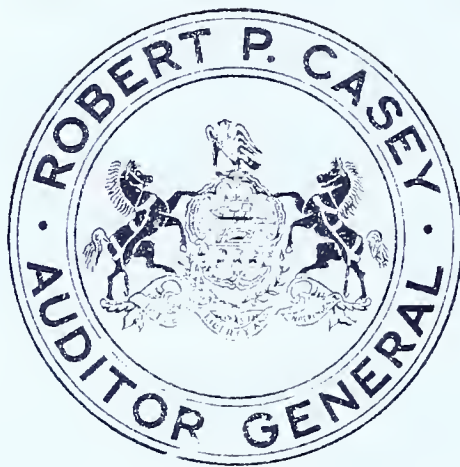
My dear Governor Shafer:

We submit herewith our report of examination of the books of account and records as they pertain to the financial operations of

MAYVIEW STATE HOSPITAL

Mayview, Pennsylvania, for the fiscal year ended June 30, 1969, pursuant to the requirements of Section 402 of The Fiscal Code, and submit the following exhibits:

- Exhibit A Statement of allocations, expenditures and balances for the fiscal year ended June 30, 1969
- Exhibit B Comparative statement of cash receipts and expenditures for the fiscal years ended June 30, 1969 and 1968
- Exhibit C Statement of changes in accounts receivable for the fiscal year ended June 30, 1969
- Exhibit D Comparative statement of statistics for the fiscal years ended June 30, 1969 and 1968
- Exhibit E Little Store Fund, balance sheet, June 30, 1969
- Exhibit F Little Store Fund, comparative statement of income and surplus for the fiscal years ended June 30, 1969 and 1968
- Exhibit G Special Funds, statement of cash receipts and expenditures for the fiscal year ended June 30, 1969



COMMONWEALTH OF PENNSYLVANIA

We have examined the books of account and records of Mayview State Hospital, Mayview, Pennsylvania, for the fiscal year ended June 30, 1969. We have reviewed its system of internal control and accounting procedures and, without making a detailed audit of the transactions, have examined or tested accounting records and other supporting evidence by methods and to the extent deemed appropriate. Our examination was made in accordance with generally accepted auditing standards, and included all procedures which we considered necessary in the circumstances.

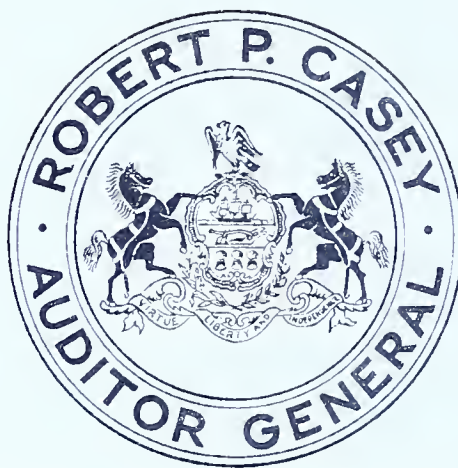
In our opinion, subject to the comments and recommendations contained herein, the accompanying Exhibits A to G, inclusive, present fairly the operations of Mayview State Hospital, Mayview, Pennsylvania, for the fiscal year ended June 30, 1969, in conformity with generally accepted auditing standards applied on a basis consistent with that of the preceding year.

COMMENTS ON FINANCIAL OPERATIONS

Cash receipts for the fiscal years ended June 30, 1969 and 1968, see Exhibit B, amounted to \$1,157,369.30 and \$784,394.07, respectively, an increase of \$372,975.23 due to a rise in billing rates.

Accounts receivable as of June 30, 1969, see Exhibit C, amounted to \$542,535.70, of which \$17,654 were billed prior to April 1969. Since the majority of overdue accounts have not been reported to the Department of Justice as required by Section 512 of The Administrative Code, we recommend that Department of Revenue officials in Harrisburg take immediate measures to correct this deficiency. The Revenue Department financial report for the month of June 1969 was prepared April 14, 1970, approximately 9 months in arrears. The Bureau of Institutional Collections Administrative and Accounting Procedures Manual states that the financial report must be submitted to Harrisburg no later than the tenth working day after the end of the reporting month. We recommend that this regulation be adhered to. We noted that the accounts receivable increased from \$31,302.21 to \$542,535.70 during the fiscal year under review, due in part to the Medical Assistance Program.

It was impossible for our auditors to arrive at a true accounts receivable figure since many account cards were removed from the active file when a payment or other credit was posted. For these reasons Exhibit C, "Statement of Changes in Accounts Receivable", is being submitted with reservation.



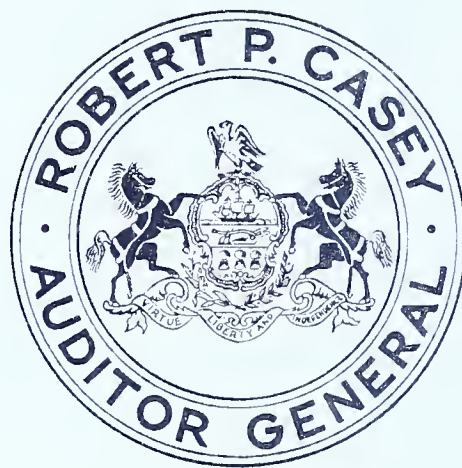
COMMONWEALTH OF PENNSYLVANIA

Cash expenditures for the fiscal years ended June 30, 1969 and 1968, see Exhibit B, amounted to \$9,642,350.94 and \$8,005,890.25, respectively, an increase of \$1,636,460.69, substantially accounted for by the following:

Salaries - regular salary increments and an increase of 26 additional positions, in addition to the inception of the 37½-hour week.	\$914,453.11
Contracted repairs - Repointing of buildings, interior painting of buildings, and alterations and renovations of steam lines.	207,571.92
Laboratory and medical supplies - opening of the new Bengs Building and an increase in the use of disposable items.	60,329.12
Equipment and machinery - reduction of funds during the prior fiscal year due to budget limitations.	35,344.76
Overtime - inception of the 37½-hour work week.	27,490.02
Contracted personal services - additional medical and surgical services rendered by the dental hygiene and dental care departments.	13,906.57
Specialized services - increased costs for IBM, Univac, D.P.A. and Civil Service.	13,175.01
Insurance, surety and fidelity bonds - automobile liability insurance paid for a three-year period.	11,930.90
Wages - increase in the wage scale.	9,898.54
Contracted maintenance services - an increase in all service contracts such as elevator, garbage removal, dry cleaning, rubbish disposal, et cetera.	9,026.89
Office supplies - resulted from opening of the new administrative and doctors' offices in the new Bengs Building.	2,363.57
Advertising - cost for advertising in medical journals to help fill physician vacancies.	281.00
(Social security contributions - State share	270,567.28
(Employees' hospitalization insurance - State share	44,030.06
(Employees' group life insurance - State share - all due to new object code classifications.	23,281.24

These increases were partially offset by decreases of:

Food - decreased patient population	(\$35,400.10)
Temporary salaried employees - fewer positions for summer employment.	(8,685.71)



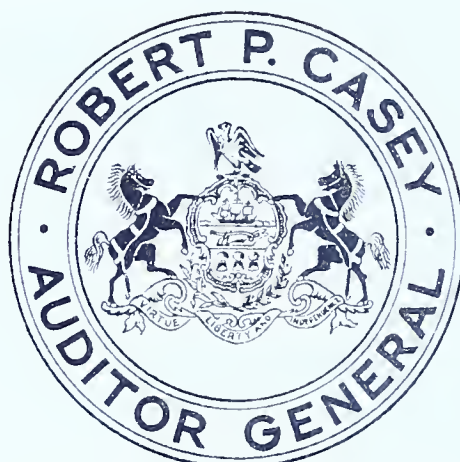
COMMONWEALTH OF PENNSYLVANIA

The following commodities were received from the Federal Surplus Commodities Corporation during the fiscal year under review:

<u>COMMODITY</u>	<u>AMOUNT</u>
Flour, wheat	439,500 pounds
Butter	16,576 "
Cheese	13,823 "
Rice	11,500 "
Lard	9,600 "
Oats, rolled	5,480 "
Corn meal	5,050 "
Milk, powdered	4,050 "
Baby lima beans	3,750 "
Navy beans	2,500 "
Wheat, rolled	2,160 "

Respectfully submitted,


Robert P. Casey

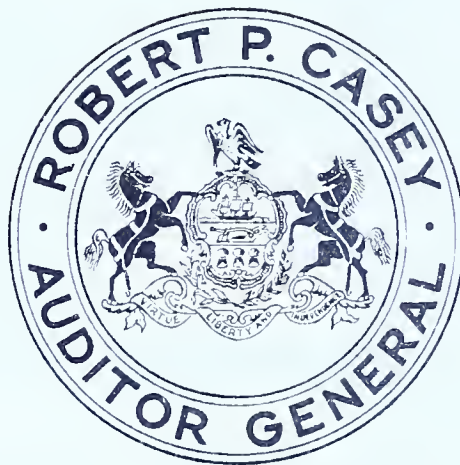


COMMONWEALTH OF PENNSYLVANIA

EXHIBIT AMAYVIEW STATE HOSPITALDEPARTMENT OF PUBLIC WELFARESTATEMENT OF ALLOCATIONS, EXPENDITURES AND BALANCESFOR THE FISCAL YEAR ENDED JUNE 30, 1969

	GENERAL FUND		
	<u>1967-1968</u>	<u>1968-1969</u>	
	<u>ALLOCATIONS</u>	<u>ALLOCATIONS</u>	<u>TOTAL</u>
Act	31-A	72-A	
Available allocations, July 1, 1968, and subsequent allocations	\$1,130,201.25	\$7,164,226.00	\$ 8,294,427.25
Credits to allocations	<u>-0-</u>	<u>2,549,533.95</u>	<u>2,549,533.95</u>
	<u>\$1,130,201.25</u>	<u>\$9,713,759.95</u>	<u>\$10,843,961.20</u>
Expenditures	\$ 550,034.15	\$9,092,316.79*	\$ 9,642,350.94
Lapsed	576,239.79	-0-	576,239.79
Encumbered	<u>3,927.31</u>	<u>613,687.13</u>	<u>617,614.44</u>
	<u>\$1,130,201.25</u>	<u>\$9,706,003.92</u>	<u>\$10,836,205.17</u>
AVAILABLE BALANCE, JUNE 30, 1969	<u>\$ -0-</u>	<u>\$ 7,756.03</u>	<u>\$ 7,756.03</u>

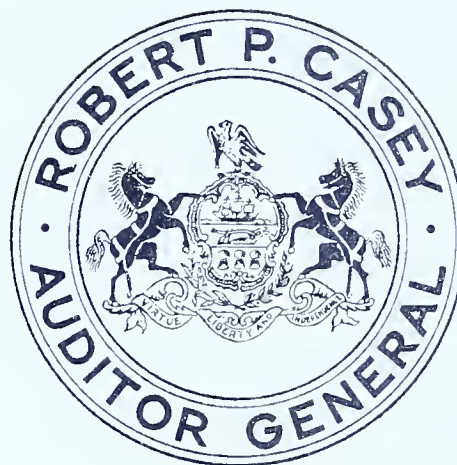
*Includes requisitions for payment not warranted aggregating \$351,743.81.



COMMONWEALTH OF PENNSYLVANIA

MAYVIEW STATE HOSPITALDEPARTMENT OF PUBLIC WELFARECOMPARATIVE STATEMENT OF CASH RECEIPTS AND EXPENDITURESFOR THE FISCAL YEARS ENDED JUNE 30, 1969 AND 1968

	<u>YEAR ENDED JUNE 30</u>		<u>INCREASE</u> <u>(DECREASE)</u>
	<u>1969</u>	<u>1968</u>	
<u>RECEIPTS</u>			
Part-pay patients	\$ 876,109.70	\$ 499,674.49	\$ 376,435.21
Full-pay patients	197,173.99	222,188.56	(25,014.57)
Miscellaneous	8,074.00	286.92	7,787.08
Department of Justice	<u>76,011.61</u>	<u>62,244.10</u>	<u>13,767.51</u>
TOTAL	<u>\$1,157,369.30</u>	<u>\$ 784,394.07</u>	<u>\$ 372,975.23</u>
<u>EXPENDITURES</u>			
Salaries	\$6,750,137.38	\$5,835,684.27	\$ 914,453.11
Overtime	109,913.38	82,423.36	27,490.02
Temporary salaried employees	11,235.77	19,921.48	(8,685.71)
Wages	48,056.91	38,158.37	9,898.54
Food	704,812.06	740,212.16	(35,400.10)
Laboratory and medical supplies	358,670.52	298,341.40	60,329.12
Social security contributions - State share	270,567.28	-0-	270,567.28
Contracted repairs	268,994.93	61,423.01	207,571.92
Utilities and fuel	256,583.06	256,716.81	(133.75)
Housekeeping supplies	146,762.10	141,315.39	5,446.71
Maintenance materials and supplies	118,764.76	104,793.94	13,970.82
Equipment and machinery	97,862.82	62,518.06	35,344.76
Wearing apparel	78,060.82	76,368.02	1,692.80
Specialized services	66,127.12	52,952.11	13,175.01
Agricultural supplies	44,712.47	39,749.79	4,962.68
Communications	44,566.77	38,980.60	5,586.17
Furniture and furnishings	36,584.43	33,917.01	2,667.42
Contracted maintenance services	34,218.09	25,191.20	9,026.89
State workmen's insurance premium payments	31,994.00	21,965.57	10,028.43
Employees' group life insurance - State share	<u>23,281.24</u>	<u>-0-</u>	<u>23,281.24</u>
Carried Forward	<u>\$9,501,905.91</u>	<u>\$7,930,632.55</u>	<u>\$1,571,273.36</u>

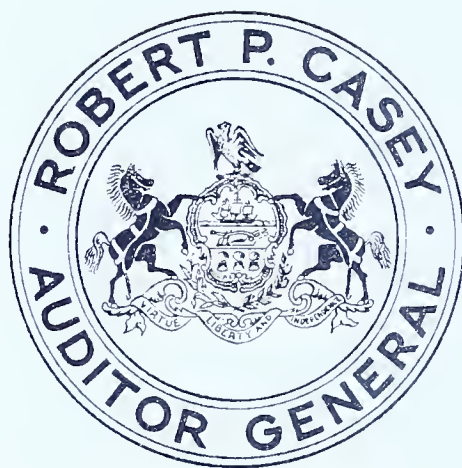


COMMONWEALTH OF PENNSYLVANIA

EXHIBIT B, CONTINUED

	<u>YEAR ENDED JUNE 30</u>		<u>INCREASE</u>
	<u>1969</u>	<u>1968</u>	<u>(DECREASE)</u>
<u>EXPENDITURES, CONTINUED</u>			
Brought Forward	\$9,501,905.91	\$7,930,632.55	\$1,571,273.36
Motorized equipment			
supplies and repairs	16,668.30	15,582.13	1,086.17
Insurance, surety and			
fidelity bonds	14,922.23	2,991.33	11,930.90
Office supplies	12,109.12	9,745.55	2,363.57
Postage and freight	7,884.38	7,976.23	(91.85)
Rent of real estate	7,283.50	6,976.50	307.00
Educational, recreational			
and religious supplies	7,132.08	6,878.63	253.45
Employees' hospitalization			
insurance - State share	44,030.06	-0-	44,030.06
Contracted personal			
services	32,988.57	19,082.00	13,906.57
Travel	10,164.70	9,067.68	1,097.02
Rent of equipment	1,703.72	1,909.00	(205.28)
Membership dues and			
subscriptions	1,772.10	1,659.65	112.45
Advertising	695.54	414.54	281.00
Out-service training	51.00	-0-	51.00
Other services and supplies	37.94	86.14	(48.20)
Printing	5.00	457.00	(452.00)
Changes in purchased			
supplies inventory (Note)	<u>(17,003.21)</u>	<u>(7,568.68)</u>	<u>(9,434.53)</u>
TOTAL	<u>\$9,642,350.94</u>	<u>\$8,005,890.25</u>	<u>\$1,636,460.69</u>
EXCESS OF EXPENDI-			
TURES OVER RECEIPTS	<u>\$8,484,981.64</u>	<u>\$7,221,496.18</u>	<u>\$1,263,485.46</u>

Note: Adjustment for difference between beginning and ending purchased supplies inventory, necessary to convert statement from an accrual basis to a cash basis, and does not represent an expenditure of cash.



COMMONWEALTH OF PENNSYLVANIA

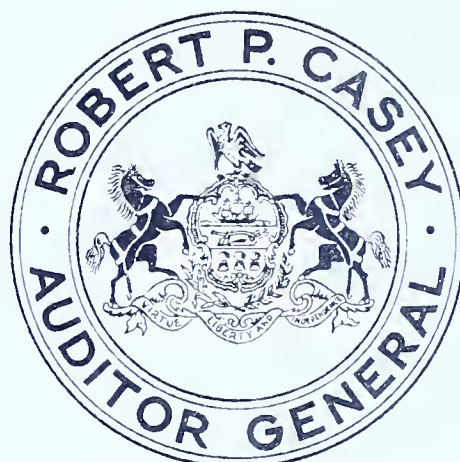
EXHIBIT C

MAYVIEW STATE HOSPITAL
DEPARTMENT OF PUBLIC WELFARE
STATEMENT OF CHANGES IN ACCOUNTS RECEIVABLE
FOR THE FISCAL YEAR ENDED JUNE 30, 1969

ACCOUNTS RECEIVABLE BALANCE, JULY 1, 1968		\$ 31,302.21
Add:		
Income:		
Part-pay patients	\$ 883,905.72	
Full-pay patients	684,834.72	
Department of Justice	76,011.61	
Miscellaneous	<u>8,074.00</u>	1,652,826.05
Medical Assistance debit account		<u>2,507,198.55</u>
		\$4,191,326.81
Deduct:		
Collections (see Exhibit B)	\$1,157,369.30*	
Medical Assistance credit account	<u>2,491,421.81</u>	<u>3,648,791.11</u>
ACCOUNTS RECEIVABLE BALANCE, JUNE 30, 1969		<u>\$ 542,535.70</u>

*Collections deposited with State Treasurer.

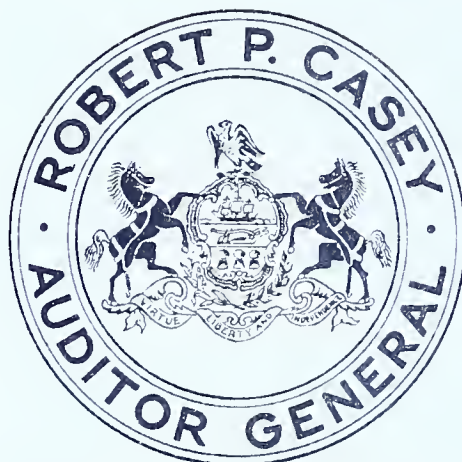
In addition to the above collections by the Revenue Agent, \$2,505,928 representing Medical Assistance accounts was credited to the institution as an augmentation to its allocation.



COMMONWEALTH OF PENNSYLVANIA

MAYVIEW STATE HOSPITALDEPARTMENT OF PUBLIC WELFARECOMPARATIVE STATEMENT OF STATISTICSFOR THE FISCAL YEARS ENDED JUNE 30, 1969 AND 1968

	<u>YEAR ENDED JUNE 30</u>		<u>INCREASE</u>
	<u>1969</u>	<u>1968</u>	<u>(DECREASE)</u>
<u>RATED BED CAPACITY</u>	<u>2,809</u>	<u>2,809</u>	<u>0</u>
<u>AVERAGE DAILY PATIENT POPULATION</u>	<u>2,540</u>	<u>2,649</u>	<u>(109)</u>
<u>PATIENTS IN INSTITUTION</u>			
Beginning of Year	<u>2,709</u>	<u>2,746</u>	<u>(37)</u>
Add:			
Admissions	704	703	1
Returns from furlough and parole	238	374	(136)
Transfers in	<u>18</u>	<u>16</u>	<u>2</u>
	<u>960</u>	<u>1,093</u>	<u>(133)</u>
Total	<u>3,669</u>	<u>3,839</u>	<u>(170)</u>
Deduct:			
Furloughs and paroles	597	607	(10)
Discharges	327*	313*	14
Deaths	227	203	24
Transfers out	<u>6</u>	<u>7</u>	<u>(1)</u>
	<u>1,157</u>	<u>1,130</u>	<u>27</u>
End of Year	<u>2,512</u>	<u>2,709</u>	<u>(197)</u>
<u>TOTAL PATIENT DAYS</u>	<u>927,138</u>	<u>967,026</u>	<u>(39,888)</u>
<u>TOTAL PATIENT WEEKS</u>	<u>132,448</u>	<u>138,146</u>	<u>(5,698)</u>
<u>**PER CAPITA OPERATING INCOME</u>			
Part-pay patients	\$ 6.677	\$3.683	\$2.994
Full-pay patients	5.170	1.469	3.701
Miscellaneous	.065	.002	.063
Department of Justice	<u>.574</u>	<u>.801</u>	<u>(.227)</u>
TOTAL PER CAPITA OPERATING INCOME	<u>\$12.486</u>	<u>\$5.955</u>	<u>\$6.531</u>



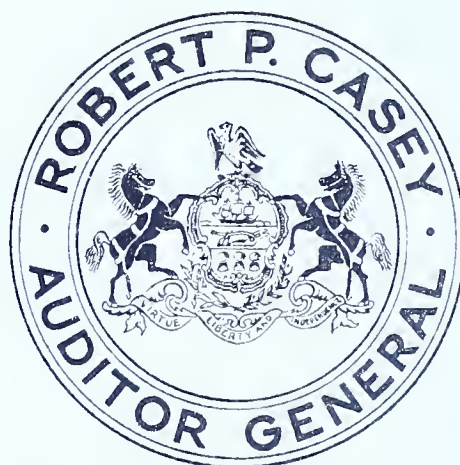
COMMONWEALTH OF PENNSYLVANIA

EXHIBIT D. CONTINUED

	<u>YEAR ENDED JUNE 30</u>		<u>INCREASE</u>
	<u>1969</u>	<u>1968</u>	<u>(DECREASE)</u>
<u>**PER CAPITA OPERATING EXPENSES</u>			
Care of patients	\$37.277	\$30.467	\$ 6.810
Household and feeding	11.742	10.677	1.065
Plant and grounds	9.995	7.604	2.391
Administrative	6.000	2.880	3.120
Auxiliary activities	5.473	4.444	1.029
Agricultural activities	<u>1.425</u>	<u>1.237</u>	<u>.188</u>
TOTAL PER CAPITA OPERATING EXPENSES	<u>\$71.912</u>	<u>\$57.309</u>	<u>\$14.603</u>

*In addition to the discharges indicated, there were 311 and 268 patients discharged while on parole for the periods ended June 30, 1969 and 1968, respectively.

**Based on patient weeks.



COMMONWEALTH OF PENNSYLVANIA

EXHIBIT E

MAYVIEW STATE HOSPITAL
DEPARTMENT OF PUBLIC WELFARE

LITTLE STORE FUND

BALANCE SHEET

JUNE 30, 1969

ASSETS

Current Assets

Cash:			
On hand	\$ 235.00		
On deposit	<u>65,583.74</u>	\$65,818.74	
Accounts receivable		110.35	
Inventory (at cost)		<u>15,843.91</u>	\$81,773.00

Fixed Assets

Fixtures and equipment	\$20,661.46		
Less reserve for depreciation	<u>7,770.25</u>		12,891.21

Other Assets

Deposits on U.S. postage stamps	\$ 50.00		
Deposits on soft drink cases	<u>7.50</u>		<u>57.50</u>

TOTAL ASSETS			<u>\$94,721.71</u>
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LIABILITIES AND SURPLUS

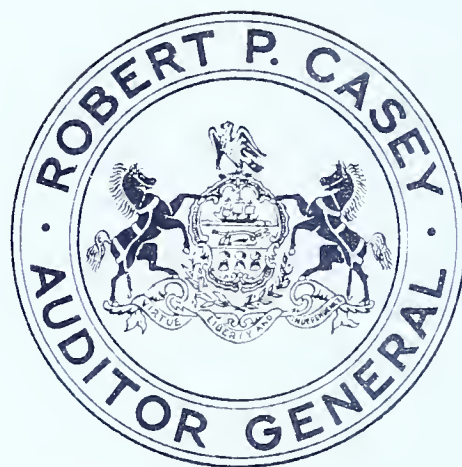
Current Liabilities

Accounts payable	\$17,081.45		
Unredeemed coupons	16,055.59		
Accrued salaries	11,214.46		
Accrued social security tax	538.29		
Accrued retirement	874.72		
State share - medical-hospitalization	95.00		
State share - life insurance	14.82		
Accrued sales tax	<u>2.38</u>		\$45,876.71

Surplus

48,845.00

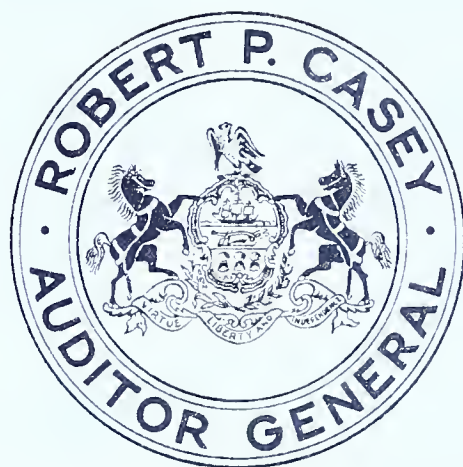
TOTAL LIABILITIES AND SURPLUS			<u>\$94,721.71</u>
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COMMONWEALTH OF PENNSYLVANIA

MAYVIEW STATE HOSPITALDEPARTMENT OF PUBLIC WELFARELITTLE STORE FUNDCOMPARATIVE STATEMENT OF INCOME AND SURPLUSFOR THE FISCAL YEARS ENDED JUNE 30, 1969 AND 1968

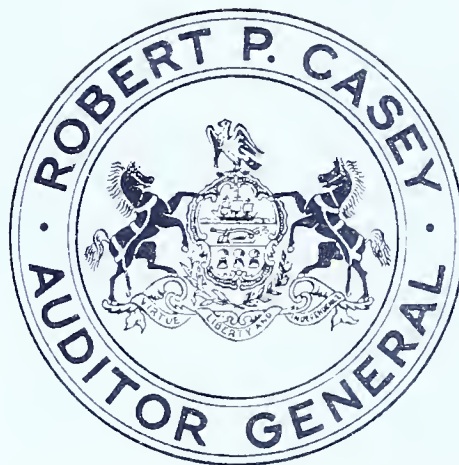
	<u>YEAR ENDED JUNE 30</u>		<u>INCREASE</u>
	<u>1969</u>	<u>1968</u>	<u>(DECREASE)</u>
SALES	<u>\$316,124.04</u>	<u>\$278,260.72</u>	<u>\$37,863.32</u>
Cost of sales:			
Inventory at beginning of year	\$ 11,953.84	\$ 12,424.49	(\$ 470.65)
Purchases	<u>231,071.86</u>	<u>205,457.74</u>	<u>25,614.12</u>
	<u>\$243,025.70</u>	<u>\$217,882.23</u>	<u>\$25,143.47</u>
Inventory at end of year	<u>15,843.91</u>	<u>11,953.84</u>	<u>3,890.07</u>
	<u>\$227,181.79</u>	<u>\$205,928.39</u>	<u>\$21,253.40</u>
Gross Profit	<u>\$ 88,942.25</u>	<u>\$ 72,332.33</u>	<u>\$16,609.92</u>
Operating expenses:			
Salaries	\$ 35,997.26	\$ 38,264.01	(\$ 2,266.75)
Patient help	9,854.55	7,787.73	2,066.82
Food	-0-	2,069.70	(2,069.70)
Coupon book cover bonuses	-0-	1,881.75	(1,881.75)
General store expense	2,502.29	1,600.95	901.34
Printing coupons	1,176.38	262.32	914.06
Social security	1,665.63	1,687.80	(22.17)
State retirement	2,807.79	2,984.60	(176.81)
State share - medical-			
hospitalization	301.25	212.75	88.50
State share - life insurance	14.82	-0-	14.82
Willmark service and			
accounting	240.70	227.40	13.30
Additional cigarette tax	-0-	445.85	(445.85)
Insurance	27.00	-0-	27.00
Repairs	185.01	182.17	2.84
Depreciation	<u>2,092.16</u>	<u>1,730.20</u>	<u>361.96</u>
	<u>\$ 56,864.84</u>	<u>\$ 59,337.23</u>	<u>(\$ 2,472.39)</u>
Net Profit	<u>\$ 32,077.41</u>	<u>\$ 12,995.10</u>	<u>\$19,082.31</u>



COMMONWEALTH OF PENNSYLVANIA

EXHIBIT F. CONTINUED

	<u>YEAR ENDED JUNE 30</u>		<u>INCREASE</u>
	<u>1969</u>	<u>1968</u>	<u>(DECREASE)</u>
Brought Forward	\$ <u>32,077.41</u>	\$ <u>12,995.10</u>	\$ <u>19,082.31</u>
Other income:			
Commission on vending machines	\$ 2,394.58	\$ 963.44	\$ 1,431.14
Interest and telephone commission	772.84	1,147.68	(374.84)
Bowling	246.25	73.45	172.80
Sales tax discount	.06	.09	(.03)
	\$ <u>3,413.73</u>	\$ <u>2,184.66</u>	\$ <u>1,229.07</u>
Net Income	\$ 35,491.14	\$ 15,179.76	\$ 20,311.38
Surplus at Beginning of Year	38,309.61	48,637.33	(10,327.72)
Add circus income	<u>210.50</u>	<u>160.50</u>	<u>50.00</u>
	\$ 74,011.25	\$ 63,977.59	\$ 10,033.66
Less distribution of surplus:			
Patients' welfare	<u>25,166.25</u>	<u>25,667.98</u>	<u>(501.73)</u>
SURPLUS AT END OF YEAR	\$ <u>48,845.00</u>	\$ <u>38,309.61</u>	\$ <u>10,535.39</u>



COMMONWEALTH OF PENNSYLVANIA

EXHIBIT GMAYVIEW STATE HOSPITALDEPARTMENT OF PUBLIC WELFARESPECIAL FUNDSSTATEMENT OF CASH RECEIPTS AND EXPENDITURESFOR THE FISCAL YEAR ENDED JUNE 30, 1969

	<u>BALANCE</u> <u>JULY 1, 1968</u>	<u>RECEIPTS</u>	<u>EXPENDITURES</u>	<u>BALANCE</u> <u>JUNE 30, 1969</u>
Revenue Agent's Patient Cash Fund	\$ 529,231.87	\$817,024.47	\$ 957,470.74	\$ 388,785.60
Patients' Cash Fund	70,448.89	289,830.11	282,884.35	77,394.65
Little Store Fund	47,722.40	316,346.96	298,250.62	65,818.74
Vocational Rehabilitation Fund	1,828.99	1,631.99	1,690.91	1,770.07
Affiliate Student Nurses' Activity Fund	491.98	601.08	617.08	475.98
Nursing Department Flower Fund	244.08	295.00	358.00	181.08
Volunteer Fund	1,334.99	1,925.10	2,066.72	1,193.37
Home Industry Fund	1,167.90	16,323.14	16,873.68	617.36
Dietary Fund	3,786.05	48,621.50	48,498.95	3,908.60
Medical Library Grant Fund	-0-	5,353.00	5,346.35	6.65



COMMONWEALTH OF PENNSYLVANIA

ORIGIN AND PURPOSE

Mayview State Hospital, located in Mayview, Allegheny County, was established about the middle of the eighteenth century at a site in Mount Washington, Allegheny County. In 1818, the Hospital was removed to a new site on the north side of the Allegheny River and remained there until 1893, when it was again moved to what is now its present site in Mayview, and became known as Marshalsea. In 1916, its name was changed to the Pittsburgh City Home and Hospital at Mayview. By authority of Act of Legislature approved September 29, 1938, P. L. 53, as amended May 25, 1939, P. L. 193, the title and control of the Hospital were assumed by the Commonwealth. These Acts also authorized the change of name to Mayview State Hospital. The Commonwealth took formal possession on June 1, 1941. The purpose of the Hospital is to care for and treat the mentally ill of the City of Pittsburgh.

ORGANIZATION AND MANAGEMENT

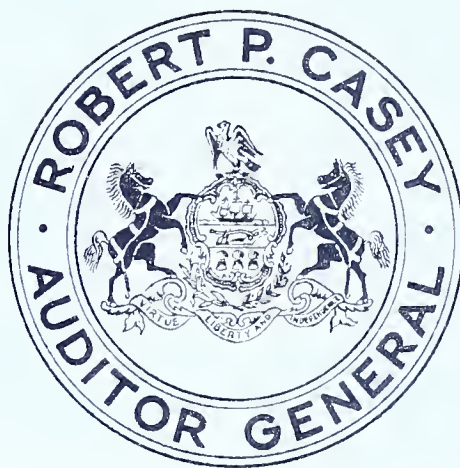
Under provisions of Section 2313.1 of The Administrative Code, the management is vested in the Commissioner of Mental Health and the Superintendent of the Hospital, subject to the approval of the Secretary of Public Welfare.

MEMBERS OF BOARD

Sections 207, 208, 401, and 2313.3 of the Code make the Board of Trustees an advisory board which consists of nine members appointed by the Governor, by and with the advice and consent of two-thirds of all the members of the Senate, for a term of six years and until their successors are appointed and qualified, and the Secretary of Public Welfare, ex officio. Section 210 of the Code provides that the members of the Board shall serve without compensation.

The membership of the Board as of June 30, 1969 was as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>TITLE</u>
Forrester, William	Pittsburgh	President
Young, Edward P.	Pittsburgh	Vice-President
Wetherbee, Mrs. Margery B.	Pittsburgh	Secretary
Georges, Dr. Thomas W., Jr. Secretary of Public Welfare	Harrisburg	Member ex officio
Balter, James S.	Pittsburgh	Member
Katsafanas, Dino W.	Pittsburgh	Member
Park, Norman	Pittsburgh	Member
Walgren, Mrs. Margaret L.	Mt. Lebanon	Member
Knepper, James, Jr.	Carnegie	Member
Miller, William, Jr.	Pittsburgh	Member



COMMONWEALTH OF PENNSYLVANIA

SUPERINTENDENT

The Superintendent is appointed by the Secretary of Public Welfare upon the advice of the Board of Trustees and the Commissioner of Mental Health, subject to the approval of the Governor, to serve as executive officer of the Hospital. This position was filled by Dr. R. F. Downey during the fiscal year under review.

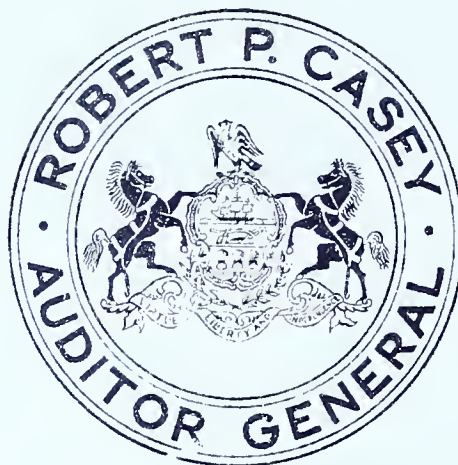
PERSONNEL

The tabulation below shows the average number of salaried employees for the fiscal years ended June 30, 1969 and 1968:

<u>YEAR</u>	<u>SALARIED</u>
1969	1,238
1968	1,128

BONDED EMPLOYEES

All employees of the Hospital are covered by a Public Employees Blanket Bond in the amount of \$10,000 for Faithful Performance Blanket Position Bond coverage and \$190,000 in Faithful Performance Blanket Bond coverage carried with The Travelers Indemnity Company. The Superintendent and the Revenue Agent of the Hospital are bonded for an additional \$217,000 and \$501,000, respectively.



COMMONWEALTH OF PENNSYLVANIA